# **B-Form Lite User Manual**

## **Introduction**

B-Form Lite is a software system designed to streamline examination processes, enhance accuracy and efficiency, adapt to dynamic circumstances, ensure fairness and integrity, and empower users through training and continuous improvement. This user manual provides step-by-step guidance on setup, usage, troubleshooting, and maintenance.

## **Why This Tool is Important**

1. **Streamlining Examination Processes:**  
   B-Form Lite automates tasks such as student registration, examination form creation, and invigilator assignment, reducing administrative workload and minimizing errors from manual handling.
2. **Enhancing Accuracy and Efficiency:**  
   By digitizing processes, the risk of human error is significantly reduced, and time-consuming tasks are automated. This manual provides clear instructions on how to maximize efficiency using these automated features.
3. **Adapting to Dynamic Circumstances:**  
   The system is flexible and can adapt to changes such as new health regulations or venue disruptions. This adaptability ensures that the examination process remains effective even in unforeseen challenges, such as a pandemic.
4. **Ensuring Fairness and Integrity:**  
   Real-time updates, quality function deployment, and risk management strategies are integrated into B-Form Lite to maintain fairness and integrity in examinations.
5. **Empowering Users Through Training and Continuous Improvement:**  
   The manual emphasizes continuous improvement methodologies like **Kaizen** and **5S Methodology**, providing users with resources and guidance to optimize their workflow.

## **Setup Instructions**

### **Minimum Hardware Requirements**

* **Processor:** Intel Core
* **RAM:** 4 GB
* **System Type:** 64-bit operating system

### **Operating System Compatibility**

* **Windows 10 or higher**
* **Linux distributions**

### **Additional Recommendations**

* **Storage:** At least 1 GB of free disk space is recommended.

## **Installation Steps**

1. Download the b\_form\_lite.zip file and extract it to a preferred folder.
2. Open the b\_form\_lite application available in ‘dist’ folder. Example path: C:\Users\Admin\Downloads\B-Form-Lite-main\B-Form-Lite-main\src\dist.
3. Enter the maximum number of students per B-Form sheet.
4. Select an appearing sheet.
5. Choose a folder where you want to save the output files.

**Note:** If the appearing sheet has fewer students, enter the value accordingly to match the sheet's student count.

**Troubleshooting**

If you encounter any issues during installation or operation, refer to the common problems and solutions below:

1. Installation Issues

**Problem:** Unable to install or extract b\_form\_lite.zip.

**Solution:**

* Ensure you have enough storage space.
* Disable any antivirus software that may be blocking the extraction.
* Try re-downloading the ZIP file in case it was corrupted during the download.

**Problem:** Application does not open after extraction.

**Solution:**

* Ensure that your system meets the minimum requirements.
* Run the application as an administrator.
* Check if your system has the required dependencies (such as Python or necessary libraries).

1. File Processing Issues

**Problem:** The system does not detect the appearing sheet.

**Solution:**

* Ensure the selected file is in the correct format (Excel or HTML).
* Check if the file is not corrupted.
* Restart the application and try again.

**Problem:** Output files are not saving in the selected folder.

**Solution:**

* Verify that the destination folder has write permissions.
* Check if the selected folder path exists.
* Ensure there is enough disk space.

1. Performance Issues

**Problem:** The application runs slowly or freezes.

**Solution:**

* Close unnecessary background applications to free up system resources.
* Ensure your device meets the minimum hardware requirements.
* Restart your computer and try again.

**Problem:** The output contains incorrect or missing data.

**Solution:**

* Verify that the input file is formatted correctly.
* Ensure the correct number of students per sheet is entered.
* Check for any updates to the software that may fix known bugs.

1. Unexpected Errors or Crashes

**Problem:** The application crashes during processing.

**Solution:**

* Ensure your system is not running low on memory.
* Run the application as an administrator.
* If an error message appears, take a screenshot and contact support.

**Problem:** “File not found” or “Path does not exist” error.

**Solution:**

* Ensure the input file has not been moved or deleted.
* Check if the correct file path is selected.

## **Maintenance Tips**

1. **Regular Updates:** Keep the software updated to access new features and improvements.
2. **Data Backup:** Regularly back up your data to prevent loss.
3. **System Optimization:** Keep your system clean and optimized for better performance.

## **Safety Warnings**

1. Ensure your system meets the minimum hardware requirements to prevent performance issues.
2. Back up your files before making significant changes to avoid data loss.
3. Follow proper data security practices to protect sensitive information.

By following this user manual, you can efficiently use B-Form Lite for streamlined examination processes and improved efficiency. If you have further questions or need assistance, please check the troubleshooting section or contact our support team.

**Thank you for choosing B-Form Lite!**